



VINCENT J. BATTISTA  
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BARBARA A. BOULTON  
Trustee

STANDARD OPERATING PROCEDURE  
EVENTS OR SPECIAL EVENTS WITHIN THE VILLAGE OF SACKETS HARBOR  
Adopted May 13, 2014

**Purpose:** To provide and maintain public safety in a safe and equitable environment for all Village residents, visitors and tourists.

**Event Definition:** To include, but not limited to the following: Marine (i.e. boat races or regattas), Parades, Runs, Walks, Benefits, Races (i.e. foot, car, etc.), Music Concerts, Bands, Car Shows, Derbies (i.e. Soap Box, fishing, etc.), Fireworks, Weddings, Farmer's Markets or any event which may cause large groups of people to congregate or create traffic congestion and parking issues. The exception to this SOP would be Village of Sackets Harbor sponsored events.

Large events may be considered a special case by the Village Board and as such, may have additional requirements such as a longer processing time, monthly updates and/or safety meetings.

The Visitor Center Manager administers the permit process for weddings at the Bandstand and/or the Visitor Center Lawn using the short form. All other events must have an approved permit from the Village Board of Trustees. The Village Clerk shall manage the permit process and coordinate Village departmental tasks as necessary. This SOP includes a Village Board approved list of locations for all events. Applicants for events held at locations listed on page 2 of this SOP "Other Possible Locations" must provide the Village Board with written approval for use of their venue from the entity of said property prior to Village Board consideration of a permit.

It will be the responsibility of the applicant or event director to provide the Sackets Harbor Village Clerk with the following:

1. Completed permit application for proposed event.
2. Payment of fees and/or deposits.
3. All required proof of insurance naming the Village of Sackets Harbor as additional insured.

4. Copies of any additional permits needed for event such as Department Of Health Mass Gathering, etc.
5. Submission for approval all required information, fees and/or deposits to the Village Clerk no later than 60 days prior to the event. Larger events may require a far longer permit process. Contact the Village Clerk for more information.
6. If any of these conditions are not met, the applicant (organization) shall forfeit their deposit and will give up the use of the Village property on the assigned date. Additionally, if the event is cancelled, for any other reason, with less than a 60 day notice, the deposit will be forfeited.

List of Authorized event locations:

Village Owned Locations

1. Visitors Center – 301 West Main Street
2. Band Stand – West Main Street
3. Trail System (runs, walks)

Other Possible Locations

1. Seaway Trail Inc. – 401 West Main Street (with permission of NYS Parks)
2. Sackets Harbor Battlefield (with permission of NYS Parks)
3. School Grounds (with permission of Sackets Harbor Central Schools)
4. Court Building - West Washington Street (with permission of Town of Hounsfield)
5. LDC Property – Ambrose Street (with permission of LDC)
6. American Legion – 209 Ambrose Street (with permission of American Legion)
7. Madison Barracks – Military Road (with permission of Lawler Realty)